

4 JUN 1981

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

FROM: Bruce T. Johnson
Chairman, Fine Arts Commission

SUBJECT: Proposed Notice on the Use of Kiosks and
Display Panels

1. Attached, for your review, coordination as necessary, and eventual publication, is a proposed notice providing guidelines for the proper use of the display kiosks and entrance display panels in use at the Headquarters Building. The notice, drafted and modified by several members of the Fine Arts Commission, has been in preparation for some time and, needless to say, the Commission is most anxious to have it published as soon as possible.

2. I have coordinated in a general way with the several components mentioned in the notice and am sending each of those components a copy of the draft notice for final official review. I will ask them to provide their comments, if any, as promptly as possible, both to you and to me. I would expect no further input from the Offices of Logistics or Security, but it is possible that the Office of Personnel will prefer some different phrasing for paragraph 3.

3. Please keep me informed about the progress of this notice so that I may in turn let the Commission know when it is likely to be published.

/s/ Bruce T. Johnson

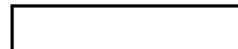
Bruce T. Johnson

Att: a/s

cc: SDO/OS
LSD/OL
PAS/OP

This Notice Expires 1 October 1982

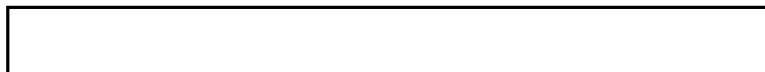
PERSONNEL



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PROPER DISPLAY OF NOTICES AND ADVERTISING IN THE HEADQUARTERS
BUILDING

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1. To accommodate some of the increasing volume of material being posted within Agency facilities, the Fine Arts Commission has arranged for the construction and installation of two large kiosks in the main hallways leading to each cafeteria, and six free-standing metal frame display units located at the entrances to the Headquarters Building. The use of easels for display of notices and the posting of items on doors, walls, mirrors, or anywhere other than on bulletin boards, kiosks, or entrance display units, is discouraged under all circumstances.

2. The following guidelines will govern the posting of information on kiosks and display units:

- a. KIOSKS - Hexagonal units found in the 1F and 1C corridors at the intersections with J corridor.
 - (1) Only items of immediate interest and short duration should be posted, with dates prominently displayed. (Examples: concerts, guest speakers, bloodmobile, films, television programs, etc.)
 - (2) Government-wide programs, long-term activities, personal notices, or non-Agency events are not suitable for kiosk display and should be posted instead on other public bulletin boards. (Examples: Credit Union items, carpooling, energy conservation, health and safety items, OTE courses, public sports or theater events, etc.)
 - (3) To be effective, the kiosks should not be allowed to become cluttered. Items should be posted not more than a week in advance of the scheduled event, and must be removed by the office concerned immediately after the event takes place.
 - (4) Anyone posting notices may remove expired items in order to make room for current announcements.
 - (5) Notices should be tacked firmly in place at all four corners.

(6) Before placement, all notices must be approved by OP/Personal Affairs Branch, room 5E69, Hq.

b. ENTRANCE DISPLAY UNITS - Metal framed, six-sided units, which can be configured with 3, 4, and 6 sides visible to the public, located at the following entrances: Main, Tunnel, North East, North Cafeteria, South West, and South Dock.

(1) One and a half sections are reserved for the purpose of posting information required by GSA regulations, including the Code of Ethics and the list of items prohibited in the building.

(2) One and a half sections are reserved for permanent posting of security-related messages, such as badge removal, search procedures, etc.

(3) Three additional sections will be available for posting notices of a time sensitive nature, such as announcements about guest speakers, concerts, dramatic presentations, bloodmobile days, religious services, etc.

(4) Announcements may be posted for two days only, the day of the event and the preceding day.

(5) All displayed information is to be mechanically or photographically produced. The display units have usable posting areas measuring 24" high by 18" wide. Announcements may be this size or smaller, and may be grouped to share one display panel. No more than one copy of any notice may be placed on any display unit.

(6) Approval for use of entrance display units should be obtained from OP/Personal Affairs Branch, room 5E69. Assistance in posting notices may be obtained from Space Maintenance and Facilities Branch, LDS/OL, room 1J45, Hq.

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c. EMERGENCY NOTICES - The entrance display units will also be used for emergency notices concerning weather conditions, gate closings, road problems, presence of film crews, etc. A special bulletin format will be used for such notices, which normally will be posted by the Office of Security. Questions about emergency notices should be directed to the Security Duty Officer,

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3. Individuals or organizations desiring to post information on any of the public bulletin boards of the Agency should refer to [] dated 29 September 1980, for information about their use. Questions should be referred to OP/Benefits and Services Division, []

Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: All Employees (1-6)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Notice on Use of Kiosks and Display Panels

FROM:

Chairman, FAC
2D00 HQS

EXTENSION

NO.

DATE 4 JUN 1981

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Security Duty Office
Attn: [REDACTED]

2.

3.

4.

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14.

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Attached as promised is a copy of the draft Headquarters Notice on the proposed use of kiosks and display panels in the Headquarters Building.

Paragraph 2.c. is the portion of the notice of greatest interest to the SDO. If you have any problems with what I have said, please call..

/s/ BTJ

Bruce Johnson

Att: a/s

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2D00 HQS

EXTENSION

NO.

DATE

4 JUN 1981

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

LSD/OL

Attn: [REDACTED]

2.

3.

4.

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Attached is the final, I hope, version of the Headquarters Notice on kiosks and display panels. Please coordinate it within LSD and let me know if there are any problems.

/s/ BTJ

Bruce Johnson

Att: a/s

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ROUTING AND RECORD SHEET

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Proposed Notice on Use of Kiosks and Display Panels

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. PAB/OP

2.

3.

4.

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Attached, as promised, is a copy of the proposed notice on the use of kiosks and display panels in the Headquarters Building. Please note in particular my cross reference in paragraph 3. to the most recent instruction about the use of bulletin boards. If either you or [redacted] would like to modify that paragraph, please let me know how you would like to have it phrased.

/s/ BTJ

Bruce Johnson

Att: a/s

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